



Meeting and Public Comment Procedures

A) Meeting Procedures

“The Board of Vocational Nursing and Psychiatric Technicians is required to hold public meetings and make policy decisions that protect the health, safety and welfare of California consumers.

Public meeting agendas are prepared well in advance of the Board meeting. Agenda requests for consideration must be clearly set forth in writing. The Board requests that all items and supporting documents to be included on the agenda be received in the Sacramento headquarters by the first day of the month preceding the month of the scheduled Board meeting.

Please remember that if there are documents you want Board members to timely review and consider, relative to an agenda item, the Board asks that you submit fifteen (15) copies of the documents and provide the Board an electronic version of the documents – preferably on Compact Disk (CD). Please ensure that you redact any student names prior to copying information.

During the meeting today, you may notice Board members accessing their laptops. They are using the laptops solely to access the Board meeting materials which are in electronic format.

B) Public Comment

“During the meeting today, public comment is welcome on any agenda item, as the item is taken up by the Board. Under the Open Meeting Act, the Board may NOT take any action on issues raised by public comment that are not on the Agenda, other than to decide whether to schedule that issue for a future meeting.

If any person desires to address the Board, it will be appreciated if you come forward to the podium and give your name, and the name of the organization you represent, so that the Board will have a record of all those who appear. Please note that a person wishing to provide general comment is NOT required to identify him or herself when making public comment, but it is appreciated.

In order to allow the Board sufficient time to conduct its scheduled business, the Board may limit the time given to each person who wishes to comment. Please make your comments focused and relevant to the applicable agenda item. It is not necessary to repeat statements or views of a previous speaker, it is sufficient to state that you agree.

Written statements should be summarized and submitted to the Board. They should NOT be read.

If I should forget to ask for public comment on an agenda item, it is not because I intend to limit the comment. So please raise your hand and I will recognize you.

The Board appreciates your cooperation and assistance in meeting its legal mandate.”